

## Sample – LSTA Timesheet

Organization \_\_\_\_\_

Library \_\_\_\_\_

Project Title \_\_\_\_\_

Project Director \_\_\_\_\_

Contract Number \_\_\_\_\_

Pay Week Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Total Hours \_\_\_\_\_

Multiplied by Pay Rate \_\_\_\_\_

Total Wages \_\_\_\_\_

Employee's Name (printed) \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Name (printed) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date Signed by Supervisor \_\_\_\_\_